

<p>CITY OF BEAVERTON</p> <p>Computer Systems Administrator</p>
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General Summary

Coordinate and participate in the analysis and administration of the City's data and file server systems to ensure data integrity and improve network management and operational flow. May serve as backup to Supervising Communications Analyst as assigned.

Key Distinguishing Duties

Overall responsibility for monitoring the network performance and assisting in the analysis and design of network and communication systems.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assist in the analysis and design of the network and communications systems for the transfer of data, voice, image and video information. Make recommendations for the redesign of these systems to ensure rapid and integrated communication systems at central and remote sites. Research, evaluate, and implement new systems.
2. Monitor network performance to ensure efficient delivery of information systems to all staff. Provide technical support and monitoring of the City's file and data servers.
3. Implement, test and review the City's computer systems contingency plan and emergency centers computer infrastructure.
4. Participate in the maintenance of the City's information systems security system including maintenance of the IT Security Policy and formulation of IT security plans, procedures and standards. Participate in the monitoring and administration of regular security backups including file structure and database backup.
5. Participate in the maintenance of the City's system and application software libraries.
6. Maintain the user account structure for access to the network. Monitor the City's email and calendar infrastructure.
7. Provide assistance to all staff for any technical information systems issues related to area of assignment.

8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Coordinate contract compliance specifications with consultants and software vendors. Prepare reports and recommendations.
9. Serve as a member of the information systems management team. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
10. Participate in division operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Serve as backup to Supervising Communications Analyst as assigned.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- Working knowledge of local area networks, DNS structures and internet-working both in internal and external networks.
- Working knowledge of electronic mail systems.
- Working knowledge of database administration.
- Working knowledge of bridges, routers and switches.
- Working knowledge of voice, data, image and video networking technologies.

- Working knowledge of the practices and principles of public/business administration practices and decision-making.
- Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- Strong skills in the monitoring, analysis and problem solving areas for local area networks, and communication systems for handling voice, data, image and video transmissions.
- Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Advanced ability to apply excellent internal and external customer service skills.
- Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- Expert ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in business, computer technology or a related field and 3 years relevant experience in data communications, LAN administration or network management/administration, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen for long periods in a day; daily precise control of fingers and hand movements; occasional bending, stooping, crawling and climbing; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Created: June 2002

Revised: 11/04

Revised: 1/1/09

Status: M3

FLSA: Non-Exempt

Department Head Signature

Human Resources Signature

Date

Date